National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

Recording Learning Events (B7)

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Session Objectives

- At the end of the session, participants will be able to:

  - Verify the Accuracy of the Custom Fields
  - Verify Vendor record exists in the Organization table
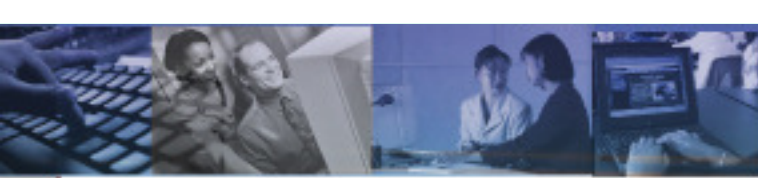 - Use the Learning Event Recorder to record training completions

Agenda

- Introduction
- Review of Custom Fields (e-HRI data elements)
- Verifying and Adding Vendor to Organization table
- Recording a Learning Event
- Summary
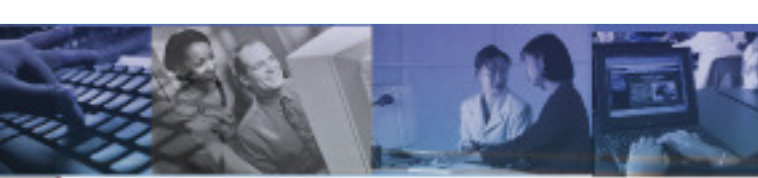
Introduction

- NASA has reporting requirements internal and external to the organization which requires that we have data consistency across the Center's.

- OPM has mandated and provided guidance for all federal agencies through the Enterprise Human Resources Integration (EHRI) e-Gov initiative (http://www.opm.gov/egov/e-gov/EHRI/)

- NASA has established business rules for all Centers to follow to ensure that we have data consistency across the agency. (https://saterninfo.nasa.gov/satern_admin.html)

Introduction

- There are 3 major steps required to record a learning event.
  - Verify custom fields
  - Verify that a vendor exists in the Organization table
  - Recording the completion through the Learning Event Recorder
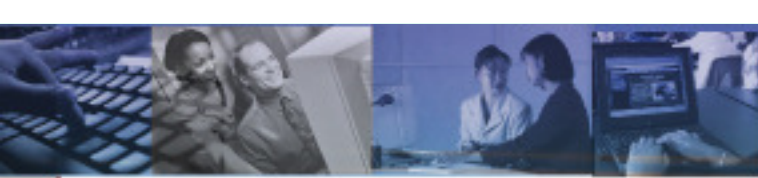
Step 1. Review Of Custom Fields

- There are custom fields for the Item, the Scheduled Offering and the Learner Scheduled Offering

- Custom Fields data at the Item level is carried over to the Scheduled Offering and to the Learner Scheduled Offering

- Data should be verified at each step when creating the Item and Scheduled Offering, especially the Per Participant Cost.
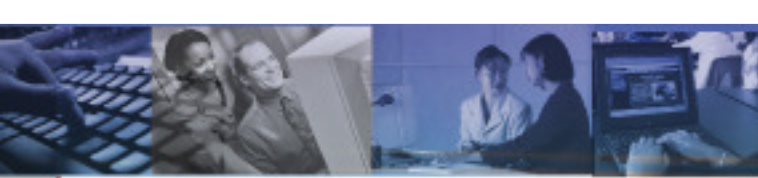
Step 1. Review Of Custom Fields

- There are 22 custom fields for the Item, the Scheduled Offering and the Learner Scheduled Offering
- 13 EHRI data fields are mandatory
- 3 NASA data fields are mandatory
- 6 NASA data fields are optional for Center use

Step 1. Review Of Custom Fields

- Mandatory EHRI data fields
  - On-duty Hours
  - Off-Duty Hours
  - Purpose of Training
  - Type of Training
  - Type of Training Sub-Code
  - Source of Training
  - Academic Credit Code
  - Training Credit Code
  - Per Participant Cost
  - Books and Materials Cost
  - Other Direct Cost
  - Travel
  - Per Diem

Step 1. Review Of Custom Fields

- Mandatory NASA data fields
  - Special Interest Code
  - Direct Cost Code
  - Indirect Cost Code
- Optional NASA data fields
  - PO Number
  - Category Code
  - Sub-Category Code
  - Funding Organization
  - POC
  - Budget Line Item

Step 1. Review Of Custom Fields

- It is very important that these data fields be verified as the first step in recording a learning event (especially the per participant cost)

Questions on Custom Fields

Step 2. Verify Vendor Record Exists in Organization Table

- NASA tracks its vendors to Items and Scheduled Offerings being recorded through the Learning Event Recorder

- It is important to verify that the vendor exists in the organization table prior to launching the Learning Event Recorder

  - If the vendor exists in the organization table proceed to the Learning Event Recorder

  - If the vendor does not exist, the vendor must be added to the organization table before proceeding to the Learning Event recorder

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Questions on Vendors
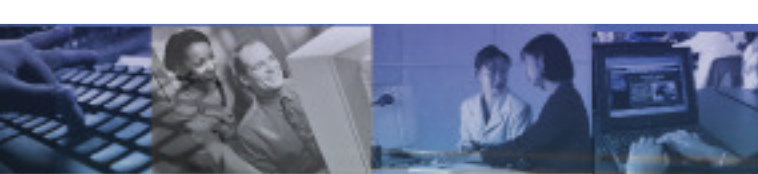
Step 3. Record the Learning Event

- Learning Event recorder can be used for Recording a completed item, scheduled offering or external event.
  - It is recommended that you not record External Events as there are no custom fields attached to an external item.

    Business Rule: *Record only training events that were paid for by NASA or were attended during NASA working hours.*

- It is important to verify that the vendor exists in the organization table prior to launching the Learning Event Recorder.
  - If the vendor exists in the organization table proceed to the Learning Event Recorder.
  - If the vendor does not exist, the vendor must be added to the organization table.

Step 3. Steps to Recording the Learning Event

- Click Learner Management>Learning Event Recorder
- Select the Scheduled Offering radio button
- Enter the Scheduled Offering ID and click next
- Use the Picker Icon to search and select an Instructor
- Use the picker Icon to search and select the Vendor
- Enter a Default grade (not mandatory)
- Enter the Default Completion Status
- Enter Credit hours (not mandatory)
- Enter CPE (not mandatory)
- Click the Next button
  - Learners who were enrolled in the offering will pre-populate the select learner screen.
  - You may add or remove learners from this screen

Step 3. Steps to Recording the Learning Event

- Click the Next Button
- Change the Completion Status and Grade if necessary
  - Enter any comments if necessary
- Click on the Next button
- Skip the financial summary screen by clicking the Next Button
  - Financial information is captured in SATERN Custom fields
- Confirm the Learning Event Details
- Click the Finish button
- After completion you may print Completion Certificates or e-mail PDF Versions to the learners with the Print and Email buttons

Questions on Recording a Learning Event

Summary

- 3 major tasks involved in Recording a Learning Event

  - Verify accuracy of Custom Fields
  - Verify that Vendor record exists
  - Use Learning Event Recorder to record completion

Questions?